



Michigan
Office of the Auditor General
REPORT SUMMARY

Performance Audit

Report Number:
07-128-04

Space Planning and Leasing Process

Department of Management and Budget

Released:
May 2005

The Department of Management and Budget's (DMB's) Strategic Asset Management is responsible for analyzing the State's current real estate holdings and interests, conducting long-term planning, and disposing of surplus property. Its responsibilities also include evaluating agency space requests, identifying facilities to meet agency needs, requesting and evaluating bids, and administering leases.

Audit Objectives:

1. To assess the effectiveness of ARCHIBUS (DMB's computerized facility management system) in providing information necessary to analyze currently owned and leased property.
2. To assess DMB's effectiveness in ensuring that its process for leasing property results in meeting user needs while minimizing State costs.
3. To assess the effectiveness of DMB's long-term planning process.

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Audit Conclusions:

1. We concluded that ARCHIBUS was moderately effective in providing information necessary to analyze currently owned and leased property. We noted a reportable condition related to the completeness and accuracy of ARCHIBUS information (Finding 1).

2. We concluded that DMB was moderately effective in ensuring that its process for leasing property results in meeting user needs while minimizing State costs. We noted a reportable condition related to the lack of documentation in lease files (Finding 2).
3. We concluded that because DMB did not have a long-term plan, we could not determine the effectiveness of DMB's limited planning activities. We noted reportable conditions related to the lack of a strategic plan and the Statewide land database and surplus property disposal (Findings 3 and 4).

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Agency Response:

Our audit report contains 4 findings and 6 corresponding recommendations. DMB's preliminary response indicated that it agrees with all of our recommendations.

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A copy of the full report can be
obtained by calling 517.334.8050
or by visiting our Web site at:
<http://audgen.michigan.gov>



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